



JOB VACANCY ANNOUNCEMENT
COMPUTER MANAGEMENT ASSISTANT
GRADE – FSN 8

The U.S. Embassy Banjul is seeking an individual (with the required work and/or residency permit for employment in country) for the position of Computer Management Assistant. Individual serves as one of the Embassy's Computer Management Assistants, with responsibilities for supporting all unclassified U.S. Government owned and operated computers that make up the Department of State OpenNet Local Area network (LAN) to include supporting all constituent U.S. government agencies assigned to Embassy Banjul. The incumbent reports directly to the Computer Management Specialist for the day-to-day operations of the unclassified network and during his absence reports directly to the Information Management Officer (IMO).

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each.

Education: College education in computer studies with recognized certification such as A+, Network +, Microsoft Certified Professional, CISCO.

Experience: At least five years progressive work experience in an IT position with specialized experience as a System Administrator and Webmaster/Web Developer roles.

Knowledge: Familiarity with computer systems, including PCs and Internet. Good understanding of operations and principles of computer programming and data base system, including web page creation and maintenance. Must have advanced knowledge of Microsoft solutions and Local and Wide Area Networks.

Language: Level IV English (Written & Spoken) Fluency in one local language (Wollof or Mandika).

Abilities/Skills: Must have good technical skills to trouble-shoot, diagnose, and resolve complex hardware problems. Ability to work with users at various skill levels and diverse backgrounds. Must be patient, courteous and tactful at all times and be a good team player. Must have excellent communication and interpersonal skills.

TO APPLY:

Interested candidates for this position should submit the following:

--Application for Employment (DS 174) - available at the Embassy or online:

http://banjul.usembassy.gov/job_opportunities.html

--A current resume

--Documentation (e.g., certificates and awards, copies of degree earned) that addresses the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Embassy of The United States of America

Kairaba Avenue

Serrekunda

Email: HROBanjul@state.gov

no later than **January 27, 2012**.

Only short-listed candidates will be contacted for interview.

The American Embassy Banjul is an Equal Opportunity Employer (EEO).